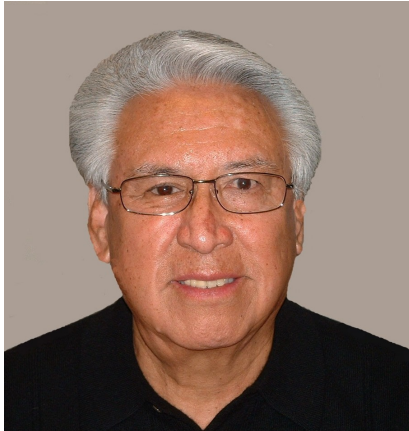


Nevadans honored at national level

TMCC Community ESL Instructor Robert Balderrama has been selected as a 2010 NISOD Excellence Award recipient. The National Institute for Staff and Organizational Development is a consortium of more than 700 community colleges and universities worldwide. It has a 31-year history of recognizing faculty, staff, and administrators for outstanding contributions to teaching, leadership, and learning. Bob will be honored at NISOD's 32nd annual International Conference on Teaching and Leadership Excellence in Austin, Texas May 30-June 2.

"It is so fitting that Bob be recognized in this way!" said his supervisor, Adult Basic Education Department Manager Brad Deeds. "He consistently ranks at the top of the TMCC Adult Basic Education department in retention, CASAS score gains, and student satisfaction. He routinely delivers 80% and 90% retention in his Low Beginning ESL and Civics classes. Drop

in on his sessions and you'll see his compassionate, dynamic teaching style on display, the room filled with students engaged and on-task. TMCC ABE feels extremely lucky to have Bob as a member of our teaching family. He has helped countless students over the years achieve their goals."

Reno's Myrna Manly won COABE's 2010 award for promoting literacy at the national and international levels. Myrna is an independent numeracy consultant with special interests in curriculum and assessment. She has taught mathematics at many levels, retiring from the classroom as a Professor of Mathematics at El Camino College. She wrote *The GED Math Problem Solver*, a textbook that emphasizes number sense, reasoning, and real-world problem solving in preparation for the GED test.

A lifelong educator, Myrna co-authored *The Components of Numeracy*, a NCSALL occasional paper and was the mathematics editor of the 1988 version of the GED test. She was also a member of the international team that developed the numeracy framework and assessment items for the Adult Literacy and Lifeskills Survey (ALL) and for the OECD's (Organisation for Economic Cooperation and Development) Programme for the International Assessment of Adult Competencies (PIAAC).

Myrna is a founding member, past president, and current secretary of the Adult Numeracy Network. She also serves as a consultant on a project for OVAE on adult numeracy. She can be reached at mmanly@earthlink.net.



The ancient Greek definition of happiness was the full use of your powers along lines of excellence. —John F. Kennedy, 1917–1963

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Make *your* change happen — with less!

**Decide what you want, decide what you are willing to exchange for it.
Establish your priorities and go to work. —H. L. Hunt, oil tycoon, 1889–1974**

It's a safe bet that most of us are facing changes — perhaps by choice, sometimes not. In either case, being proactive will likely create a smoother, less stressful process and a more desirable result.

In her February newsletter, Certified Career and Life Coach Kit Prendergast wrote about the challenges of adjusting to change. "Make it happen but do it with less is everyone's request in these difficult economic times," she said. "Can it be done? Absolutely!

"First, you start with yourself — set a vision with concrete goals and personal action steps. Then, reach out to others in the spirit of creating a powerful synergy to make things happen now."

Kit suggests building strategic alliances that are mutually beneficial. "Identify what you need to be more successful and what someone else needs to be equally successful — then form a strategic alliance to make that happen. It's not a formal process — many alliances are built over a cup of coffee — but it is based on knowing that you can't do it alone.

"Whether you are in business for yourself or working in an organization that has been cut to the bare bones, make a commitment to reach out and build at least three alliances with other professionals. Choose people that you genuinely enjoy, where your work could be mutually beneficial."

Kit acknowledges that building and nurturing a solid network of professional colleagues, friends, and associates takes significant time, fresh energy, and fine-tuned skills. She likes the generosity approach Keith Ferrazzi suggests in his book *Never Eat Alone and Other Secrets to Success, One Relationship at a Time*. The author shows how to build a lifelong community of colleagues, contacts, friends, and mentors and maintains that in the long run this is real job security. Here are some tips to begin building your community:

- ✓ Identify three areas that you wish you could do more in with the services/work you provide
- ✓ Ask around ... "Who does do this kind of work?"
- ✓ Reach out and get to know those people. See if there is positive synergy between you.
- ✓ Explore the idea "How can we help each other be more successful?"
- ✓ Stay curious, open, and willing to try something new.

Contact Kit at Kit@CareerConnectionsSN.com, 775/324-5151.

E-mail etiquette

Marlana Lozano (marlana.lozano@csn.edu, 702/651-4974), administrative assistant at CSN, recently reviewed several online articles on e-mail etiquette. She thought the time was well spent and passed along these tips:



- The subject line should reflect the message contents, but in a few words
- Use active instead of passive voice
- Avoid long sentences
- Use bullets or numbers and get to the point to eliminate long sentences
- Formatting is very important
- Use templates for frequently used responses
- Use "please" and "thank you" to be considerate and personalize the message
- Take care with abbreviations and emoticons
- Be sure to read the message and add attachments before sending it

"One of the suggestions I really liked is to 'write the email first, add the subject line and the attachment, spell check for grammar and formatting, and THEN add the address.' You can't send the message without an address and it gives you an opportunity to review all that you have done!"

www.emailreplies.com/
www.businessemail etiquette.com/
www.about.com, search for "email"

NAE News — spring Webinar planned

The Nevada Adult Educators organization is planning a two-part Webinar on student persistence for this spring. Dr. Lennox McLendon, Executive Director of NAEPDC, the professional organization for state directors, will present. Dr. McLendon has more than 35 years experience in adult education, having served as teacher, local program manager, state director for Virginia, and in various consulting and advisory capacities for national organizations. He is a highly regarded national speaker and well known in the halls of Congress, where he advocates on behalf of adult education.

Watch www.nvadulted.org for details.



Vive our différences!


Intelligence is the ability to respond successfully to new situations and the capacity to learn from one's past experiences. —Dr. Howard Gardner, 1993, *Frames of Mind* and *Multiple Intelligences*


Here are two innovative ideas for visiting or reviewing diverse ways of learning:


- Adult Basic Education Department Manager Brad Deeds recently led a group of TMCC instructors through Literacyworks' multiple intelligences site (www.literacyworks.org/mi/). Instructors took the self-assessment, then grouped according to their dominant learning intelligence to discuss lesson plans and activities that might work with their ELL students. "The 'practice' section of the site provided useful strategies for engaging each intelligence," said Brad. "We also found relevant lesson plans at http://esl.about.com/od/teachingenglish/a/1_multiple.htm."
- The 16-item questionnaire at www.vark-learn.com provides users with a profile of their learning preferences with respect to how they want to take in and give out information in a learning context. The instrument is available in more than 20 languages.


Lifelong learning online


Online professional development has expanded during the past year, with more sites regularly offering more courses — many at no charge!.

 Florida TechNet, a grant-funded project that provides technology assistance and training to adult and community education providers, has generously opened its online courses to adult educators throughout the country. Visit www.floridatechnet.org/moodle to access free, self-paced modules on teaching reading, ESOL, health literacy for English language learners, various GED topics, and workplace readiness skills.

 Thinkfinity, sponsored by Verizon, provides free, self-paced courses at www.thinkfinity.org; click on "Literacy Network" along the top.

 At <http://www.c-pal.net/course/index.html> are links to five free, short, self-paced courses for adult literacy instructors new to the field. The site is sponsored by OVAE (Office of Vocational and Adult Education).

 ProfessionalStudiesAE.org, a collaboration between ProLiteracy and World Education, offers a wide variety of free, self-paced courses. The organization also schedules in-depth, facilitated courses. Scheduled to begin in April: Research-based Strategies and Models for Adult Transitions to Postsecondary Education, Creating Engaging ESOL Activities Using Computers I, and Number Sense: Teaching About Parts and Wholes. Cost is \$249 for the transitions course, \$179 for the latter two.

 Heinle/Cengage (<http://eltadvantage.heinle.com/>) offers self-paced courses with moderated discussion boards on a variety of topics for teachers of ELLs. Courses last six weeks, take about 24-30 hours to complete, and cost \$99.

The podcast room houses links to podcasts on a wide variety of topics, such as financial literacy, history, and math, as well as podcasts especially for ELLs.

www.floridatechnet.org/podcast.html

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2010 MPAEA Conference

“Mining The Treasures In Adult Education”

Fiesta Resort Conference Center ▪ Tempe, AZ ▪ April 21-24, 2010

- ✓ **Early bird deadline extended to March 19**
- ✓ **Hotel rate reduced (\$109 includes tax)**
- ✓ **Bios for pre-conference presenters and description of all conference sessions posted at www.mpaea2010.org**
- ✓ **NAE (Nevada Adult Educators) Annual Meeting (Thursday)**
- ✓ **Notable Nevadans presenting!**
 - ★ Angela Andrade & Teri Zutter (WNC): A GED® Instructional Manual That Delivers Gold
 - ★ Gail Hettich (TMCC): Sentences to Short Stories in 18 Weeks
 - ★ Joy Zimmerman (TMCC): No Excuses. Period. Using GED® Persistence Factors to Predict Preparation Time
 - ★ Kimberly Forney & Diana Padua (Humboldt County School District ABE): Creative Writing — Fun & Games

PDF tip

Thanks to Accountability Specialist Ken Zutter for this tip on completing PDF forms.

FillAnyPDF.com is a Web site where one can upload a PDF form and link to it so other people can fill it out and sign it online. No software is needed. Any PDF form can be used, even if it's not “interactive.” You can even invite a group to fill out your forms and track the results. Anyone that collects signatures or completed forms will find FillAnyPDF.com to be a valuable time-saving resource!